



DOT-MAINTENANCE SUPERVISOR II

Characteristics of Work

This is responsible work in supervising the activities of a crew of workers engaged in performing specialized construction or maintenance work, or in performing a variety of construction and maintenance activities. Work assignments are of a general nature, and the employee usually determines his/her own work methods. All work is subject to review through inspection and reports. Incumbents frequently supervise subordinates and crews of workers engaged in construction and maintenance activities.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Supervises individuals and crews of workers engaged in the repair and maintenance of roads and bridges.

Supervises the digging of ditches, the repairing and replacing of culverts, and the clearing of pavement of snow, ice and litter.

Installs and repairs traffic signs.

Prepares and submits to proper authorities daily reports detailing pertinent information regarding activities performed.

Supervises road equipment operators and maintenance crews.

Inspects roads and determines materials needed to repair them; issues and inspects driveway permits; determines equipment needed to repair damaged areas of highway; and directs workers in making necessary repairs.

Enforces rules and regulations regarding safety of crews of workers and the work zone.

Inspects driveway permits.

Receives emergency calls at night, weekends, and during inclement weather.

Prepares and submits to proper authorities daily reports detailing pertinent information regarding activities performed.

Responsible for the maintenance of all MDOT property assigned to their area.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises work force involved in maintenance and construction activities.
2. Maintains all necessary records and reports.
3. Interacts and communicates with a wide array of people in performing public relations duties.

Essential Competencies

The following underlying competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Specific behaviors may be identified and included later by the hiring agency. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

General Public Sector Competencies

Integrity/Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job.

Self Management Skills: Maintains a positive attitude. Effectively manages emotions and impulses and appropriate balance between personal life and work. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches, shows flexibility to complete job within defined parameters. Is able to lead and follow. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops & maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and resolve conflict situations.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Provides thorough and accurate information. Asks questions for clarification and to insure understanding. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations.

Self-Development: Is knowledgeable about the task. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Technical Competencies

Basic Math: Performs basic math skills (add, subtract, multiply, divide and perform conversions).

Equipment Inspection: Knows proper way to inspect equipment for serviceability.

Knowledge of regulations related to maintenance activities: Applies the knowledge of regulations related to maintenance activities in day-to-day operations.

Safety: Maintains safety in operation of equipment and surrounding work zone.

Computer Skills: Proficient with Windows, Internet, Intranet, Windows, and Excel.

Selects materials: Selects materials to use in maintenance activities.

Placement of Materials: Determines placement of materials.

Operates GPS equipment: Operates GPS equipment effectively to perform one's job.

Creates schedules and work plans: Creates short term schedules and work plans for crew.

Blueprints/schematics: Understands and works from construction plans and drawings.

Maintenance contracts: Administration of maintenance contracts.

Equipment Inventory: Maintains inventory of equipment.

Management Competencies

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization. Has the ability to work through adversity and hold self and others accountable for work actions.

Macro-Oriented: Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Exercises good judgment, makes sound, well-informed decisions.

Working Through Others: Shows a willingness to get work done through others, supports, motivates and is an advocate for staff. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Provides feedback.

Results-Oriented: Plans effectively to achieve or exceed goals, sets and meets deadlines.

Self-Management: Copes effectively with change. Allows self and others to make mistakes and learns from those mistakes.

Interpersonal Skills: Models appropriate behavior.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Smell: Ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Four (4) years of experience in highway construction or highway maintenance work, two (2) years of which must have been in a supervisory capacity.

Note:

Incumbents in this position are on call twenty- four (24) hours a day, seven (7) days a week.

Substitution Statement:

Related education and related experience as stated above may be substituted on an equal basis with a maximum substitution of two (2) years.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.